PLANNING AND EVALUATION WORKSHEET - LMC   Areas marked by heavy borders will be reported on the Core Data Report.

County district code	School name		Building code	Grades **served**	Enrollment **served**	FTE certificated staff served	# students seated at one time
FTE with library or media certificate	FTE paid support staff serving LMC		Total sq. ft. in Reading/reference		Total sq. ft. in Ancillary	# hours / week LMS scheduled as release time for classroom teachers	

	COLUMN A (from the time-sensitive worksheet T1)	COLUMN B (from the time-sensitive worksheet T1 -- T3)	ADDITIONAL items needed (Level requirement minus column B) (Mark ZERO (0) if the LMC EXCEEDS the number for the level) (The Core Data report offers this information OR you may use the spreadsheets found in the back of LMC Standards to determine number needed.)				COLUMN C (from the time-sensitive worksheet P-5)		(See Appendix A) LMS's overall evaluation of the collection Low…0…1…2…3…4…5…High		
	TOTAL HOLDINGS	TOTAL COUNTABLE	Level 1	Level 2	Level 3	Current level met (Mark 0 if no level met)	% of countable items (70% is recommended)	# of countable items per student (column B divided by enrollment)	Integration of formats into the curriculum (0-5)	Alignment of collection with curriculum (0-5)	Meets student and teacher needs (0-5)
Reference											
Nonfiction											
Fiction									use column A			
Magazine subscriptions												
Newspaper subscriptions												
Periodical indexes												
Machine Dep. visual materials												
Professional materials									*			
Prof. Journal subscriptions									*			
Selection tools												

*Per Certified Staff Member

ITEMS (items may be counted in multiple areas)	TOTAL NUMBER IN LMC	TOTAL NUMBER NETWORKED IN BUILDING with LMC resources available (does not include number in LMC)
Electronic catalog workstations		
CD-ROM workstations		
Periodical workstations		
Dial-up Internet access workstations		
Direct Internet access workstations		
Satellite / cable access sites		
Facsimile machine		
Telephone lines (not primarily for computer connection)		
Photocopy machine		
Typewriter		

	Local funds	Free Textbook funds	Incentive Grant funds	Technology Grant funds	Title VI funds	Video Grant funds	Fund raisers / gifts	Other funds
SUPPLIES*	$	$	$	$	$	$	$	$
RESOURCES / MATERIALS*	$	$	$	$	$	$	$	$
EQUIPMENT / CAPITAL OUTLAY*	$	$	$	$	$	$	$	$
OTHER*	$	$	$	$	$	$	$	$

*for definitions of these items, please refer to the Core Data manual provided to each district.